



CARLSBAD CITY LIBRARY

Invites you to apply for:

PRINCIPAL LIBRARIAN

Annual Salary
\$59,300 - \$81,300

Filing Deadline:

November 26, 2007 by 5:00 pm



The Library

The Carlsbad City Library system ranks among the most successful in the state, and we welcome a motivated and energetic library professional to join our team. The Library currently has two full-service library facilities along with two smaller facilities which offer specialized library services. These two smaller sites are the Adult Learning Program (offering literacy instruction) and the Centro de Información (offering bilingual English-Spanish library services). The Library is in the construction phase of building a new Library Learning Center which will incorporate the services of the Adult Learning Program and the Centro de Información into one facility. The immediate job opening will manage this new 11,000 square-foot Library Learning Center, which is located on Eureka Place, across the street from Holiday Park in northern Carlsbad and is estimated to open in August 2008.



The Position

The Library Learning Center Principal Librarian will coordinate services that will provide a library collection of books, audio/video/DVDs for all ages, literacy tutoring for both students and adults, homework center, public computer access and classes, special programs and events, and community information and referrals.

Staffing for this Center includes two Outreach Coordinators for each program and part-time staff of 12-14 employees. The initial hours are scheduled to be 9 am – 5 pm Monday thru Friday with evening hours Monday thru Thursday.

This position is a management “at-will” position reporting to the Deputy Library Director located at the Cole Library.

It is expected that the new Principal Librarian will manage the completion of the Learning Center construction as well as coordinating the move-in of the two programs starting in spring 2008. The grand opening is anticipated to be in August 2008.

The Ideal Candidate

- ◆ Seasoned library manager experienced in community outreach programs, especially literacy and Spanish language services.
- ◆ Demonstrated experience in working with people from diverse populations; i.e., racially, culturally, socio-economically, educationally.
- ◆ Proven administrative experience including budgeting, managing facilities and supervising staff.
- ◆ Great team player with the ability to work in and establish a collaborative environment.
- ◆ Experience working with families, children, and with volunteers and volunteer-based services.
- ◆ Knowledge of grant development methods, grant applications, and grant reporting processes.
- ◆ Excellent communication skills. Experience with report preparation and presentations to groups.
- ◆ Knowledge of specialty collection development.
- ◆ Proficient technology skills and knowledge of automated library systems.
- ◆ Have a great sense of humor and be passionate about community services and the people that we serve.
- ◆ Bilingual English/Spanish is highly desirable.

Qualifications

Experience & Education:

- ◆ Three years of responsible professional library work experience including management and supervision.
- ◆ A Masters degree in Library Science or closely related course of study.

Compensation & Benefits

Annual Salary Range: \$59,300—\$81,300

**Management compensation includes base pay plus incentive pay program.*

- ◆ Group Health Insurance – Several plans are available thru PERS Health
- ◆ PERS Retirement – 3% @ 60 plan
- ◆ 12 holidays per year
- ◆ Executive Leave – 56 hours per fiscal year.
- ◆ Flexible spending accounts.

Supplemental Questionnaire

Instructions: On a separate sheet of paper or via the online application, describe your experience in the following areas. Be complete but concise. ***Not more than 1 page answer per question please.***

1. Describe your experience as it relates to the position.
2. Describe your experience with library outreach services and your philosophy of the purpose of library outreach.
3. Detail your library management experience (include supervision, project coordination, facility management, etc.).

Filing Deadline and Selection Process

Apply by **November 26, 2007 by 5:00PM**. Applications may be obtained from and submitted to the City of Carlsbad, Human Resources Department, 1635 Faraday Ave., Carlsbad, CA 92008 or visit our website at www.carlsbadca.gov/hr

All application materials will be reviewed and the most qualified candidates will be invited to continue in the selection process. Oral interviews are anticipated for the week of **December 10, 2007**.

Library Mission Statement

The Library provides community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.

Library Vision Statement

The Library is the destination for information, enjoyment of reading, lifelong learning, and cultural enrichment for those who live, work and play in Carlsbad.



**A great place to make
a living. And a life.**

Any of the provisions in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER